



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	005-17	ISSUE DATE:	January 24, 2017
TITLE:	ASSISTANT DIRECTOR Office of Research, Evaluation & Reporting	CLOSING DATE:	February 7, 2017
LOCATION:	Department of Children and Families (DCF) Office of Performance Management and Accountability Office of Research, Evaluation and Reporting 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience
SCOPE OF ELIGIBILITY: Subject to current promotional and hiring restrictions.			

The Department of Children and Families (DCF) seeks a candidate with strong analytical and methodological expertise in child welfare research and program evaluation to provide leadership and oversight of ongoing and new projects within the Department’s Division of Child Protection and Permanency (CP&P) portfolio located in Trenton, NJ.

JOB DESCRIPTION: Reporting to the director of the Office of Research, Evaluation and Reporting, the assistant director is responsible for the oversight and implementation of the Department’s evaluation of contracted services as well as the internal CP&P Case Practice Model. The assistant director will independently design, coordinate and implement research and evaluation projects; conduct outcomes analysis linking risk factors and performance indicators to outcomes using multivariate analysis in SPSS or SAS; provide written and verbal analysis to both internal and external stakeholders of research findings, conclusions and recommendations; provide education and presentations to staff regarding understanding and interpreting findings in order to enhance decision making and improve programmatic outcomes; link data within and across state departments to better understand child welfare outcomes and program effectiveness; review and analyze publications and best practices for child welfare activities and identify nationally accepted outcomes; provide technical consultation for various research projects and procedures; design evaluation tools, including surveys, data collection systems and reports; prepare applications for federal and other grant funding for research projects. This work is carried out in partnership with members of the department’s leadership team and service providers.

REQUIREMENTS

EDUCATION: Candidates must possess an advanced degree in Public Health, Social Work, Psychology or other Social Science field from an accredited college or university, a PhD is preferred.

EXPERIENCE: Successful candidates will have at least five (5) years of experience in child welfare, health services, or epidemiological research and program evaluation with a focus on children and families. Proven qualitative and quantitative analysis skills. Ability to think creatively about complex problems. Ability to think of both the big picture and operational details simultaneously. Ability to multitask with ease, prioritizing appropriately. Proven track record of delivering accurate, comprehensive results within tight deadlines. Staff management experience. Excellent oral and written communication skills. Ability to work independently while balancing the needs of multiple parties. Excellent problem-solving and superior interpersonal and collaboration skills.

LICENSE: Appointees will be required to possess a driver’s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY PROMOTIONS ARE MADE.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Executive Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717